

TITLE: Fire Captain

Page 1

DEPARTMENT: FireREPORTS TO: Assistant Fire ChiefSUPERVISES: Fire Lieutenant and FirefighterDEFINITION:

Plans, organizes, and supervises the work of fire lieutenants in an assigned fire management area; manages station facilities, fire apparatus and equipment, budget, and special projects.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, organizes and coordinates the operation and activities of assigned fire management area; prepares and monitors annual budget; establishes goals and objectives for the fire management area personnel.

Plans, organizes, coordinates assigns and evaluates the work of fire lieutenants and firefighters; provides training as needed.

Assures all equipment is in proper working order; oversees maintenance and testing of equipment; oversees station building maintenance.

Conducts short and long term planning for the fire management area; anticipates emergencies and identifies needed equipment and other resources.

Enforces policies, procedures, and performance standards to assure efficient and effective services. Maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

OTHER JOB FUNCTIONS

Responds to public inquiries or complaints regarding fire issues or problems.

Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed in the fire station while sitting at a desk and at emergency sites in varying and extreme weather conditions. When responding to emergencies, employees risk physical hazard from fire, smoke, chemicals and other hazardous materials, falling debris, unstable buildings and extreme heat. Physical exertion may be required to climb ladders, pull hoses, move heavy objects, crawl through tight spaces. Physical effort may be required to lift materials, equipment, and persons exceeding 50 lbs. May be required to work at heights greater than 20 feet

QUALIFICATIONS:Knowledge of:

- Modern methods, techniques, and theories used in firefighting, rescue, and prevention.
- Principles and practices of building safety inspection and code compliance.
- Supervisory principles and practices.
- Effective safety standards, practices and techniques related to fire suppression and rescue work.
- Fire equipment and apparatus operation, maintenance and repair.
- First aid principles and practices.

Ability to:

- Plan, organize, coordinate, schedule, assign and evaluate the work of fire lieutenants and firefighters.
- Analyze and anticipate potential hazards in a fire management area and to plan for emergencies.
- Analyze and interpret complex fire problems and adopt a quick, safe, and effective course of action.
- Communicate clearly and concisely, both orally and in writing.
- Maintain composure and react quickly in emergency situations.
- Maintain physical condition necessary to perform efficiently in emergency situations.
- Establish and maintain effective working relationships with other employees, City officials, and the public.
- Physical ability to perform the essential duties of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High school diploma or G.E.D., successful completion of the City of Gresham Fire Department Officer Training Program (or equivalent) and five years of firefighting experience, including supervisory experience over fire suppression activities.

Licenses, Certificates, and Other Requirements

Valid driver's license

Emergency Medical Technician status

Apparatus Operator I certification

Firefighter II certification

Firefighter III within one year of appointment to Captain.

Instructor I certification from the Oregon State Fire Standards Board